



UNITED STATES AIR FORCE

JOB INVENTORY

(MANUSCRIPT FOR DISK SURVEY)

TELEPHONE SYSTEMS

AFSC 2E6X3

OSSN 2495

FEBRUARY 2002

APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
1550 5TH STREET EAST
RANDOLPH AFB, TEXAS 78150-4449**

20031105 028

THIS PAGE INTENTIONALLY LEFT BLANK

BASE TO WHICH ASSIGNED

Read the list of bases and installations. Indicate the base or installation to which you are assigned.

101 Andersen AFB GU	153 Forbes Field KS	206 Little Rock AFB AR
102 Andrews AFB MD	154 Fort Wayne IAP IN	207 Los Angeles AFB CA
103 Atlantic City IAP NJ	155 Four Lakes WA	208 Luke AFB AZ
104 Aviano AB IT	156 Francis S. Gabreski IAP NY	209 MacDill AFB FL
105 Badin NC	157 Fresno Air Terminal CA	210 Madrid SP
106 Bangor IAP ME	158 Ft Bliss TX	211 Malmstrom AFB MT
107 Barbers Point NAS HI	159 Ft Indiantown Gap AIN PA	212 Mansfield Lahm Aprt OH
108 Barksdale AFB LA	160 Ft Smith Municipal Aprt AR	213 March ARB CA
109 Barnes Municipal Aprt MA	161 Garland AGS TX	214 Martin State Aprt MD
110 Beale AFB CA	162 General Mitchell IAP/ARS WI	215 Maxwell AFB AL
111 Bellingham IAP WA	163 Goodfellow AFB TX	216 McChord AFB WA
112 Birmingham Aprt AL	164 Grand Forks AFB ND	217 McConnell AFB KS
113 Boise Air Field ID	165 Great Falls IAP MT	218 McEntire ANGB SC
114 Bolling AFB DC	166 Greater Peoria Aprt IL	219 McGhee-Tyson ANGB TN
115 Bradley IAP CT	167 Greater Pittsburgh IAP/ARS PA	220 McGuire AFB NJ
116 Brooks AFB TX	168 Grissom ARB IN	221 Memphis IAP TN
117 Brunswick GA	169 Hall AGS AL	222 Mildenhall RAF UK
118 Buckley AFB CO	170 Hammond LA	223 Minn-St Paul IAP/ARS MN
119 Burlington IAP VT	171 Hancock Field NY	224 Minot AFB ND
120 Camp Smith HI	172 Harrisburg IAP PA	225 Misawa AB JA
121 Camp Zama JA	173 Hayward Municipal Aprt CA	226 Moffett NAS CA
122 Cannon AFB NM	174 Hector IAP ND	227 Molesworth RAK UK
123 Capital Municipal Aprt IL	175 Hickam AFB HI	228 Montgomery AGS AL
124 Carswell ARB TX	176 Hill AFB UT	229 Moody AFB GA
125 Channel Islands AGS CA	177 Holloman AFB NM	230 Mountain Home AFB ID
126 Charleston AFB SC	178 Homestead ARB FL	231 Naples IT
127 Charlotte/Douglas IAP NC	179 Hot Springs Aprt AR	232 Nashville IAP TN
128 Cheyenne Mountain AFS CO	180 Hulman Regional Aprt IN	233 Nellis AFB NV
129 Cheyenne Municipal Aprt WY	181 Hurlburt Field FL	234 New Castle County Aprt DE
130 Christiansted VI	182 Incirlik AB TU	235 New Orleans NAS JRB LA
131 Columbus AFB MS	183 Jackson Barracks AGS LA	236 Niagara Falls IAP/ARS NY
132 Coventry RI	184 Jackson IAP MS	237 North Highlands CA
133 Costa Mesa AGS CA	185 Jacksonville IAP FL	238 Offutt AFB NE
134 Croughton RAF UK	186 Joe Foss Field SD	239 Osan AB KOR
135 Dallas IAP TX	187 Kadena AB JA	240 Otis ANGB MA
136 Dane County Regional Aprt WI	188 Kahului HI	241 Patrick AFB FL
137 Dannelly Field AL	189 Keesler AFB MS	242 Pease ANGS NH
138 Davis-Monthan AFB AZ	190 Keflavik AS IC	243 Pentagon Wash DC
139 Des Moines IAP IA	191 Kelly AFB TX	244 Peterson AFB CO
140 Dobbins ARB GA	192 Key Field MS	245 Pope AFB NC
141 Dover AFB DE	193 Kirtland AFB NM	246 Portland IAP OR
142 Duluth IAP MN	194 Klamath Falls IAP OR	247 Punta Salinas PR
143 Dyess AFB TX	195 Kulis ANGB AK	248 Quonset State Aprt RI
144 Eastern WV Reg Aprt/Shepherd Fld WV	196 Kunsan AB KOR	249 Ramstein AB GE
145 Eglin AFB FL	197 Lackland AFB TX	250 Randolph AFB TX
146 Eielson AFB AK	198 Lajes Field PO	251 Reno-Tahoe IAP NV
147 Einsiedlerhof GE	199 Lakenheath RAF UK	252 Rhein-Main AB GE
148 Ellington Field TX	200 Lambert-St Louis IAP MO	253 Richard E. Byrd Field VA
149 Ellsworth AFB SD	201 Langley AFB VA	254 Rickenbacker ANGB OH
150 Elmendorf AFB AK	202 Larisa Aprt GR	255 Robins AFB GA
151 Fairchild AFB WA	203 Latina Airfield IT	256 Rosecrans Memorial Aprt MO
152 Fairfax VA	204 Laughlin AFB TX	257 Ruppertsweiler GE
	205 Lincoln Municipal Aprt NE	258 Salt Lake City IAP GA

259 San Diego CA
260 Savannah IAP GA
261 Schenectady Aprt NY
262 Schriever AFB CO
263 Scott AFB IL
264 Seattle WA
265 Selfridge ANGB MI
266 Sembach AB GE
267 Sepulveda AGS CA
268 Seymour Johnson AFB NC
269 Shape BE
270 Shaw AFB SC
271 Sheppard AFB TX
272 Sioux City IA
273 Sky Harbor IAP AZ
274 South Portland AGS ME
275 Spangdahlem AB GE
276 Spokane IAP WA
277 Springfield-Beckley Municipal
Aprt OH
278 Standiford Field KY
279 Stavanger NO
280 Stewart IAP NV
281 Stuttgart-Vaihing GE
282 Thule AB GL
283 Tinker AFB OK
284 Toledo Express Aprt OH
285 Travis AFB CA
286 Tucson IAP AZ
287 Tulsa IAP OK
288 Tyndall AFB FL
289 US Air Force Academy CO
290 Vandenberg AFB CA
291 Verona IT
292 Volk Field WI
293 W.K. Kellogg Aprt MI
294 Wheeler AAF HI
295 Whiteman AFB MO
296 Will Rogers World Aprt OK
297 Willow Grove ARS PA
298 Wright-Patterson AFB OH
299 Yeager Aprt WV
300 Yokota AB JA
301 Youngstown ARS OH
900 Other

COMMAND TO WHICH ASSIGNED

Read the list of MAJCOMs/agencies. Indicate the MAJCOM/agency to which you are assigned. (Air National Guard and Reserve Unit personnel should indicate such.)

- 100 Air Combat Command
- 101 Air Education and Training Command
- 109 Air Force Communications Agency
- 115 Air Force Elements Defense Information System Agency
- 120 Air Force Elements Europe
- 125 Air Force Elements United States Atlantic Command
- 127 Air Force Elements United States Pacific Command
- 112 Air Force Elements (other)
- 138 Air Force Materiel Command
- 140 Air Force News Agency
- 144 Air Force Pentagon Communications Agency
- 150 Air Force Reserve Unit
- 142 Air Force Special Operations Command
- 155 Air Force Space Command
- 135 Air Intelligence Agency
- 159 Air Mobility Command
- 160 Air National Guard Readiness Center
- 139 Air National Guard Unit
- 164 Headquarters 11th Wing
- 175 Pacific Air Forces
- 177 United States Air Force Academy
- 179 United States Air Forces, Europe
- 200 Other (Specify on blank page at end of booklet.)

1. Are you assigned to a base or installation which is located outside the continental U.S.?

Yes
No

2. How do you find your job? Choose only one.

Extremely Dull
Very Dull
Fairly Dull
So-So
Fairly Interesting
Very Interesting
Extremely Interesting

3. How does your job utilize your talents? Choose only one.

Not At All
Very Little
Fairly Well
Quite Well
Very Well
Excellent
Perfectly

4. How does your job utilize your training? Choose only one.

Not At All
Very Little
Fairly Well
Quite Well
Very Well
Excellent
Perfectly

5. How satisfied are you with the sense of accomplishment you gain from your work? Choose only one.

Extremely Dissatisfied
Very Dissatisfied
Slightly Dissatisfied
Neither Satisfied Nor Dissatisfied
Slightly Satisfied
Very Satisfied
Extremely Satisfied

6. Do you plan to reenlist at the end of your current enlistment? Choose only one.

Will Retire (I will have completed at least 20 years' service)
Definitely Will Not Reenlist
Probably Will Not Reenlist
Probably Will Reenlist
Definitely Will Reenlist

7. Examine each factor and determine whether it influenced your decision to separate. Choose all that apply. After you have selected all of the appropriate items, you will be asked to rate their relative importance.

Military lifestyle
Pay and allowances
Bonus or special pay
Retirement benefits
Military related education and training opportunities
Off-duty education and training opportunities
Medical or dental care for AD member
Medical care or dental care for family members
Base housing
Base services
Childcare needs
Spouse's career
Civilian job opportunities
Equal employment opportunities
Number of PCS moves
Location of present assignment
Number/duration of TDYs or deployments
Work schedule
Additional duties
Job security
Enlisted evaluation system
Promotion opportunities
Training/experience of unit personnel
Unit manning
Unit resources
Unit readiness
Recognition of efforts
Esprit de corps/morale
Leadership of immediate supervisor
Leadership at unit level
Senior Air Force leadership

8. Examine each factor and determine whether it influenced your decision to reenlist. Choose all that apply. After you have selected all of the appropriate items, you will be asked to rate their relative importance.

Military lifestyle
 Pay and allowances
 Bonus or special pay
 Retirement benefits
 Military related education and training opportunities
 Off-duty education and training opportunities
 Medical or dental care for AD member
 Medical care or dental care for family members
 Base housing
 Base services
 Childcare needs
 Spouse's career
 Civilian job opportunities
 Equal employment opportunities
 Number of PCS moves
 Location of present assignment
 Number/duration of TDYs or deployments
 Work schedule
 Additional duties
 Job security
 Enlisted evaluation system
 Promotion opportunities
 Training/experience of unit personnel
 Unit manning
 Unit resources
 Unit readiness
 Recognition of efforts
 Esprit de corps/morale
 Leadership of immediate supervisor
 Leadership at unit level
 Senior Air Force leadership

9. Indicate the number of deployments you completed in support of contingencies or exercises during the past 12 months. Choose only one.

None, I did not complete any deployments in support of contingencies or exercises during the past 12 months
 1 deployment
 2 deployments
 3 deployments
 4 deployments
 5 deployments
 6 deployments or more

10. Indicate the number of days during the past 12 months you have spent on temporary duty (TDY) in support of contingencies or exercises. Choose only one.

30 days or less
 31 - 59 days
 60 - 89 days
 90 - 119 days
 120 - 149 days
 150 - 179 days
 180 days or more

11. Indicate the job title which best describes your present job. Choose only one.

Career Development Course (CDC) Writer
 Combat Communications Team Member
 Command and Control Switching Technician
 Customer Service, Test and Records, or Base Centralized Testing Facility (BCTF) Technician
 Data Base Administrator
 Data Maintenance Technician
 Dial Service Administrator
 Digital Switch Administrator
 Digital Switch Technician
 Engineering and Installation Team Member
 Job Controller
 Leased Equipment Technician
 Noncommissioned Officer-in-Charge (NCOIC), Command and Control Switching
 NCOIC, Telephone Systems
 Training Instructor
 Training Instructor Supervisor
 Plans and Scheduling Technician
 Quality Assurance Evaluator (QAE)
 Shift Supervisor
 Supply Monitor
 Team Chief
 Telephone Surveyor
 Telephone Systems Installer
 Telephone Systems Maintainer
 Other

12. Indicate the work or functional area which best describes where you spend most of your time in your present job. Choose only one.

Base Centralized Testing Facility (BCTF)
 Central Office Maintenance
 Combat Communications
 Command and Control Switch Maintenance
 Communications Site
 Control Tower
 Data Maintenance
 Engineering and Installation
 Field Installation
 Ground Control Approach (GCA)

Job or Maintenance Control
 Leased Communications
 Network Control Center (NCC)
 Organizational Maintenance
 Plans and Programs
 Plans and Scheduling
 Quality Assurance (QA) or Quality Control (QC)
 Receiver Site
 Satellite Terminal or Exchange
 Supervision
 Supply
 Tactical Telephone Switching Site
 Technical Control
 Technical Publications
 Telephone Survey
 Telephone Systems Installation
 Telephone Systems Maintenance
 Training
 Transceiver Site
 Transmitter Site
 Other

13. Indicate which telephone systems you install or maintain in your present job. Choose all that apply.

None, I do not install or maintain telephone systems in my present job

1A2 Key Telephone Systems
 Alcatel 4400s
 Definity G3s
 Definity Prologix
 Digital Multiplexing Systems (DMSs)-100/200
 Digital Switching Systems (DSSs)
 ESS-1/5s
 Executone
 Freedom
 Fujitsu
 Hitachi
 ITT 3100s
 ITT ECS 56s
 ITT ECS 136s
 KN-101 Systems
 KNS-4100 Systems
 Lucent Switch
 Merlin
 Millenium
 Mitel
 ML 8000s
 MSL-100/200s
 MSL-1000s
 Norstar
 Nortel Call Center Management Information Systems
 Nortel Voice Over Internet Protocols
 Onyx
 Remote Switching Units (RSUs)
 SB-3614s
 SB-3865s

Siemens Hicom 300s
 SL-1s
 Solid-State Intercommunications Systems
 SYS 85s
 Tele Communications Management Systems
 Theater Deployable Communications Integrated
 Communication Access Packages (TDC/ICAPs)
 TIE Businesscom Plus Systems
 TTC-39/A(V)4s
 Other

14. Indicate which telephone systems-associated equipment you install or maintain in your present job. Choose all that apply.

None, I do not install or maintain telephone systems-associated equipment in my present job

Amphenol Makers
 Analog Telephones, Singleline or Multiline
 Attendant Consoles
 Attenuation Equipment
 Batteries
 Battery Chargers
 Cables, CAT 3
 Cables, CAT 5
 Cables, Coaxial
 Cables, Fiber
 Cables, Tactical Telephone
 Channel Banks
 Channel Service Units
 Charger and Power Boards
 Command and Control Switching System (CCSS)
 Processors, such as Alpha Processors
 Common Battery (CB) Lines
 Conference Units
 Control and Status Panels (CSPs)
 Crash Conference Nets
 Cross Connect Blocks
 Cryptographic Equipment, such as KG 84s, KG 194s, or KIV-7s
 Data Interface Units
 Digit Senders
 Digital Absorbing Connectors
 Digital Absorbing Selectors
 Digital Audio Tapes (DATs)
 Digital Cross-Connects
 Digital Echo Suppressors
 Digital Telephones, Singleline or Multiline
 Distributing Terminal Assemblies (DTAs)
 Distribution Boxes
 Distribution Frames
 End Cell Chargers
 Equipment Line Cards
 Ethernets
 Hard Disk Drives
 Input/Output Device (IOD) Areas
 Integrated Systems Digital Network (ISDN)
 Integrated Digital Network Exchange (IDNX) Systems

Interface and Control Card Cage Assemblies
 Jumpers
 Key Units
 Line Conditioning Equipment
 Local Area Networks (LANs)
 Magnetic Tape Drive Units
 Modems
 Modular Connecting Blocks
 Multiplexer Systems
 Networks
 Patch Bays
 Patch Panels
 Peripheral Modules (PMs)
 Power and Interrupter Units
 Power Converters
 Power Distribution Centers
 Power Inverters
 Printed Wiring Assemblies (PWAs)
 Printers
 Recorders
 Repeaters
 Ringing Generators
 Speaker Phones
 SuperNodes
 Telephone Communications Management Systems
 Telephones, Secure
 Telephones, Tactical
 Tellab Cards
 Touch Screen Consoles
 Transceivers
 Trunks
 Universal In-Dial/Out-Dial Equipment
 Video Teleconferencing (VTC)
 Voice Mail Systems
 Other

15. Indicate which test equipment you use or operate in your present job. Choose all that apply.

None, I do not use or operate test equipment in my present job

Audio Oscillators
 Channel Alignment Units
 Chart Recorders
 Counters, Frequency
 Counters, Impulse Noise
 Decibel Meters
 Digital Probes
 Distortion Analyzers
 Dummy Loads or Plugs
 Fiber Optic Power Meters
 Fiber Optic Splice Kits

Fiber Optic Tracers
 Hydrometers
 Impedance Bridges
 Induction Amplifiers
 Maintenance Administration Positions (MAPs) or Equivalent
 Megohmmeters
 Multimeters
 Noise Generators
 Oscilloscopes
 Resistance Decade Boxes
 Ringer Units
 Signal Generators, Audio
 Signal Generators, Visual
 Test Access Units
 Test Benches
 Test Interface Units
 Test Lamps
 Test Receiver Sets, such as Click Sets
 Test Sets, 26600
 Test Sets, 3550-B
 Test Sets, Bit Error Rate
 Test Sets, Circuit Unit
 Test Sets, Electronic Halcyon 520-B
 Test Sets, Handheld Telephone
 Test Sets (HATS-II), Handheld Analog
 Test Sets, Hekimian
 Test Sets, Impulse Noise
 Test Sets, Insulation
 Test Sets, ISDN Handheld Telephones
 Test Sets, Noise Measurement
 Test Sets, Pulsing Limits
 Test Sets, Sage
 Test Sets, Signal
 Test Sets, Span Repeater
 Test Sets, Station Ground
 Test Sets, Tautron Repeater
 Test Sets, Transmission and Delay Measuring
 Testers, Cable
 Testers, LAN Cable, such as CAT 5
 Testers, Line Card
 Testers, Slot
 Time Domain Reflectometers, other than Optical
 Time Domain Reflectometers (OTDRs), Optical
 Tone Generators
 Transmission Impairment Measurement Sets (TIMSs)
 TTC Firebird Communications Analyzers
 Variable Transformers
 VEN-CATs
 Voltmeters
 WILTRON Test Boards
 Other

A. PERFORMING GENERAL TELEPHONE SYSTEMS ACTIVITIES

1. Analyze equipment installation instructions or specifications
2. Analyze equipment outage or malfunction reports
3. Apply corrosion preventive materials to equipment or supplies
4. Assemble or disassemble command and control switching system (CCSS) processors
5. Assemble or disassemble conference systems
6. Assemble or disassemble control and status panels (CSPs)
7. Assign job control numbers
8. Attach equipment mountings
9. Attach identification tags to station cable ends
10. Connect or disconnect inside cables to or from connecting blocks or junction boxes
11. Connect or disconnect inside wiring to or from line protectors or electrical surge arrestors (ESAs)
12. Coordinate circuit or trunk outages with appropriate agencies
13. Coordinate leased equipment repairs with appropriate agencies
14. Coordinate troubleshooting with appropriate agencies
15. Cross-connect intermediate or main distribution frames
16. Escort personnel in secure areas
17. Install or remove amphenol connectors
18. Install or remove batteries, other than for switches
19. Install or remove cannon plugs
20. Install or remove circuit cards or electrical card assemblies
21. Install or remove CSPs
22. Install or remove dial lines
23. Install or remove direct lines
24. Install or remove external signaling devices
25. Install or remove fuses
26. Install or remove intercommunications systems
27. Install or remove jackboxes
28. Install or remove light indicators
29. Install or remove modems
30. Install or remove modular connecting blocks
31. Install or remove multiple-pair terminals
32. Install or remove patch panels
33. Install or remove private branch exchange (PBX) multiline instruments
34. Install or remove receivers
35. Install or remove repeaters
36. Install or remove ringer units
37. Install or remove single-pair terminals
38. Install or remove singleline instruments, other than field telephones
39. Install or remove spade-tipped connecting blocks
40. Install or remove telephone cable moldings
41. Install or remove transceivers
42. Install or remove transformers
43. Install or remove transmitters
44. Interpret drawings, diagrams, or schematics
45. Isolate malfunctions to cannon plugs
46. Isolate malfunctions to data transmission media or special circuits
47. Pack or tag components or spare parts
48. Perform corrosion control inspections
49. Perform preventive maintenance inspections (PMIs) on intermediate or main distribution frames
50. Perform site survey evaluations
51. Plan locations of equipment or supplies with subscribers
52. Review traffic management surveys
53. Solder or desolder terminals
54. Straighten terminal block terminals
55. Trace calls

- 56. Troubleshoot basic electronic circuitry
- 57. Wrap or unwrap terminals

B. PERFORMING SURVEY ACTIVITIES

- 58. Assign due dates
- 59. Coordinate government-owned equipment charges with appropriate agencies
- 60. Coordinate lease requirements with base procurement offices
- 61. Coordinate leased equipment charges with appropriate agencies
- 62. Coordinate telephone installation activities with appropriate agencies
- 63. Create lists of materials (LOMs) for workorders
- 64. Determine modes of transport of materials
- 65. Determine precedence of workorders
- 66. Evaluate subscriber requests for equipment or supplies
- 67. Evaluate telephone equipment service charges
- 68. Evaluate telephone equipment workorder discrepancies
- 69. Evaluate telephone service request sites
- 70. Interpret communications service reports
- 71. Log requirements for telephone installations
- 72. Perform quality assurance (QA) evaluations on contracts
- 73. Prepare summaries of authorized equipment or services
- 74. Review communications service authorization forms
- 75. Review materiel control logs
- 76. Review subscriber-requested communications layouts
- 77. Review supply publications for availability of equipment or supplies
- 78. Review telephone workorder logs
- 79. Sketch installation designs
- 80. Sketch modification designs
- 81. Update government-owned telephone workorder registers
- 82. Update leased telephone work order logs
- 83. Write communications service reports
- 84. Write mission impairment reports

C. MAINTAINING CABLES, WIRING, AND ASSOCIATED EQUIPMENT

- 85. Connect or disconnect drop wires to or from terminals
- 86. Construct equipment backboards
- 87. Install or remove audible alarms
- 88. Install or remove base siren circuits
- 89. Install or remove bridging clips on connecting blocks
- 90. Install or remove cable runs, other than CAT 5
- 91. Install or remove cable troughs or conduits
- 92. Install or remove cables in underfloor conduit systems
- 93. Install or remove CAT 5 twisted-pair cables
- 94. Install or remove cross-connect panels
- 95. Install or remove distribution cables
- 96. Install or remove external wiring
- 97. Install or remove feeder cables
- 98. Install or remove ground rods
- 99. Install or remove ground wires
- 100. Install or remove grounding clamps
- 101. Install or remove inside wiring
- 102. Install or remove jumpers
- 103. Install or remove line protectors
- 104. Install or remove modular clips
- 105. Install or remove multi-pair cables, shielded or unshielded
- 106. Install or remove plenum cables

107. Install or remove ribbon cables
108. Install or remove single-pair cables, shielded or unshielded
109. Install or remove telephone system terminal cans
110. Isolate malfunctions to key telephone cabinet wiring
111. Isolate malfunctions to line protectors
112. Isolate malfunctions to telephone system terminal cans
113. Mark, cut, strip, butt, or fan cables, other than CAT 5 twisted-pair
114. Mark, cut, strip, butt, or fan CAT 5 twisted-pair cables
115. Perform amplitude response tests
116. Perform bit error rate tests
117. Perform cable pairs tests prior to installation
118. Perform CAT 5 twisted pair cables tests
119. Perform frequency response tests
120. Perform idle channel noise tests
121. Perform impulse noise transmission tests
122. Perform loop resistance or insulation tests
123. Perform station ground resistance tests
124. Perform system corrective maintenance on intercommunication systems
125. Perform transmission-level tests
126. Tie-wrap, lace, or clamp cables or wires
127. Visually inspect telephone-associated equipment
128. Visually inspect wiring

D. MAINTAINING HANDSETS, HEADSETS, AND TELEPHONES

129. Bench check explosion-proof telephones
130. Bench check headsets
131. Bench check multiline telephones
132. Bench check push-to-talk handsets
133. Bench check weatherproof telephones
134. Install or remove headsets
135. Install or remove push-to-talk handsets
136. Isolate malfunctions to headsets
137. Isolate malfunctions to multiline telephones
138. Isolate malfunctions to push-to-talk handsets
139. Isolate malfunctions to singleline telephones, other than field telephones
140. Isolate malfunctions to speaker phones
141. Perform corrective maintenance on substations
142. Perform operational test on substations

E. MAINTAINING KEY TELEPHONE SYSTEMS

143. Assign station codes in telephone sets
144. Connect or disconnect panels to or from satellite boards
145. Connect or disconnect terminal blocks to or from satellite boards
146. Install or remove 1A2 key system components
147. Install or remove electronic key system components
148. Install or remove key telephone units (KTUs)
149. Install or remove lamp extenders
150. Install or remove power supplies
151. Install or remove surge protectors
152. Isolate malfunctions to lamp extenders
153. Isolate malfunctions within 1A2 key systems
154. Isolate malfunctions within electronic key systems
155. Isolate malfunctions within intercommunications systems
156. Prepare strapping sheets for installations or modifications
157. Program telephones and electronic key systems

- 158. Restore wiring in key telephone cabinets
- 159. Wire telephones for 1A2 key systems

F. PERFORMING SWITCH ADMINISTRATION ACTIVITIES

- 160. Analyze operational measurement (OM) or traffic management data
- 161. Analyze or interpret switch performance monitoring systems (SPMSs) or equivalent
- 162. Annotate automatic message accounting (AMA) requests
- 163. Assign line assignments
- 164. Assign personal identification number (PIN) for long distance call processing
- 165. Assign trunk assignments
- 166. Establish ring down circuits
- 167. Establish or evaluate switch security
- 168. Establish or modify call routings
- 169. Initiate service orders for integrated business networks (IBNs) and business sets
- 170. Initiate thresholds on system logs
- 171. Interpret structure of translation data tables
- 172. Maintain call accounting software
- 173. Maintain trunks
- 174. Maintain voice mail systems
- 175. Perform modifications to data tables
- 176. Perform translation verifications (TRAVERs) or equivalent
- 177. Program distributed call systems between public switches (PBXs)
- 178. Program trunks
- 179. Route or interpret log utility (LOGUTIL) reports
- 180. Update office images

G. MAINTAINING DIGITAL SWITCHING SYSTEMS

- 181. Access lines or trunks from maintenance administration positions (MAPs) or equivalent
- 182. Adjust or align circuit cards or electrical card assemblies
- 183. Adjust or align receivers
- 184. Adjust or align transceivers
- 185. Adjust or align transmitters
- 186. Check diagnostic failures using trouble locating procedures
- 187. Create OM reports
- 188. Create software images or database backups
- 189. Install or remove analog or digital station cards
- 190. Install or remove attendant consoles
- 191. Install or remove cards in input/output controllers (IOCs)
- 192. Install or remove cards in long-haul service networks, such as DSNs or defense red switch networks (DRSNs)
- 193. Install or remove cards in networks, other than long-haul service
- 194. Install or remove cards in peripheral modules (PMs)
- 195. Install or remove cards in super node signal engineering (SNSE) systems
- 196. Install or remove cards in T-spans
- 197. Install or remove carrier modules
- 198. Install or remove channel bank cards
- 199. Install or remove defense switch networks (DSNs) equipment
- 200. Install or remove digital audio tape (DAT) drives
- 201. Install or remove digital echo suppressors
- 202. Install or remove digital recording announcement machines (DRAMs)
- 203. Install or remove ground straps
- 204. Install or remove hard disk drives, such as system load modules (SLMs)
- 205. Install or remove land mobile radio nets
- 206. Install or remove line interface equipment
- 207. Install or remove magnetic tape drive units
- 208. Install or remove power converters

209. Install or remove power inverters
210. Install or remove processor equipment
211. Install or remove rectifiers
212. Install or remove signal generators
213. Install or remove visual display units (VDUs)
214. Isolate malfunctions to analog or digital station cards
215. Isolate malfunctions to attendant consoles
216. Isolate malfunctions to DAT drives
217. Isolate malfunctions to digital switching system alarm systems
218. Isolate malfunctions to hard disk drives, such as SLMs
219. Isolate malfunctions to IOCs
220. Isolate malfunctions to land mobile radio nets
221. Isolate malfunctions to line interface equipment
222. Isolate malfunctions to long-haul service networks, such as DSNs or DRSNs
223. Isolate malfunctions to magnetic tape drive units
224. Isolate malfunctions to networks or matrices, other than long-haul service
225. Isolate malfunctions to or on card cage assemblies
226. Isolate malfunctions to or on carrier modules
227. Isolate malfunctions to or on channel banks
228. Isolate malfunctions to or on conference equipment
229. Isolate malfunctions to or on digital echo suppressors
230. Isolate malfunctions to or on DRAMs
231. Isolate malfunctions to or on multiplexers
232. Isolate malfunctions to or on optic T-carriers
233. Isolate malfunctions to or on printed wiring assemblies (PWAs)
234. Isolate malfunctions to or on T-spans
235. Isolate malfunctions to PMs
236. Isolate malfunctions to processor equipment
237. Isolate malfunctions to VDUs
238. Maintain patch panels
239. Mount device independent recording package subsystems (DIRPS)
240. Mount system tapes
241. Perform busy-out or out-of-service procedures
242. Perform PMIs on air filters or blower motors
243. Perform PMIs on attendant consoles
244. Perform PMIs on batteries
245. Perform PMIs on channel banks
246. Perform PMIs on digital switching system alarm systems
247. Perform PMIs on digital trunk interface equipment
248. Perform PMIs on DSN or DRSN equipment
249. Perform PMIs on ground straps
250. Perform PMIs on input/output devices (IODs), such as VDUs, printers, or drives
251. Perform PMIs on line interface equipment
252. Perform PMIs on magnetic tape drive units
253. Perform PMIs on power converters
254. Perform PMIs on power inverters
255. Perform PMIs on power supplies
256. Perform PMIs on processor equipment
257. Perform PMIs on T-spans
258. Prepare cut sheets
259. Remove or replace air filters or blower motors
260. Remove or replace PWAs
261. Restore permanent lock outs (PLOs)
262. Review patch applications
263. Review software updates
264. Review system logs
265. Set up circuit paths for data transmission systems

- 266. Set up circuit paths for special circuit systems
- 267. Update program data
- 268. Update route records
- 269. Update trunking or circuit diagrams
- 270. Verify call routings after software updates
- 271. Verify circuits using jackfields on MAPs
- 272. Verify integrity of software images

H. PERFORMING GENERAL ADMINISTRATIVE AND TECHNICAL ORDER SYSTEM ACTIVITIES

- 273. Annotate customer service request (CSR) logs
- 274. Annotate distributing terminal assembly (DTA) records
- 275. Annotate equipment repair logs
- 276. Annotate workorders
- 277. Compile data for records, reports, logs, or trend analyses
- 278. Complete accident or incident reports
- 279. Complete intermediate crossconnect sheets
- 280. Complete telephone/data trouble tickets
- 281. Coordinate communications-computer systems installation records (CSIRs) with appropriate agencies
- 282. Destroy classified materials or documents
- 283. Establish or maintain accountability records for classified materials or documents
- 284. Establish or maintain automated technical order management system (ATOMS) accounts
- 285. Identify and report suspected security compromises
- 286. Initiate classified reports, messages, or documents
- 287. Initiate requests for temporary duty (TDY) orders
- 288. Initiate or maintain standby rosters or workcenter pyramid recall rosters
- 289. Inventory classified materials or documents
- 290. Maintain administrative files
- 291. Maintain key systems records
- 292. Maintain publications libraries, other than technical order (TO) libraries
- 293. Maintain time compliance technical orders (TCTOs)
- 294. Maintain TO libraries
- 295. Maintain or update status indicators, such as boards, graphs, or charts
- 296. Participate in TCTO meetings
- 297. Prepare administrative or classified materials for mailing, transporting, or issue
- 298. Prepare cost estimates
- 299. Prepare dispatch schedules
- 300. Review engineered project directives
- 301. Review man-hour accounting forms or summaries
- 302. Update man-hour accounting forms or summaries
- 303. Update site-unique strapping data records
- 304. Update telephone system records
- 305. Update trunking assignment records
- 306. Write minutes of briefings, conferences, or meetings

I. PERFORMING GENERAL SUPPLY AND EQUIPMENT ACTIVITIES

- 307. Assign workorder numbers to equipment and LOMs
- 308. Coordinate installation of equipment with contract personnel or associated system personnel
- 309. Coordinate maintenance of equipment with appropriate agencies
- 310. Develop equipment checklists
- 311. Evaluate serviceability of equipment, tools, parts, or supplies
- 312. Identify and report equipment or supply problems
- 313. Initiate requisitions for equipment, tools, parts, or supplies
- 314. Inventory equipment, tools, parts, or supplies
- 315. Issue or log turn-ins of equipment, tools, parts, or supplies
- 316. Label equipment

- 317. Maintain documentation on items requiring periodic inspections or calibrations
- 318. Maintain organizational equipment or supply records
- 319. Pick up or deliver equipment, tools, parts, or supplies
- 320. Process LOMs for workorders

J. PERFORMING MOBILITY AND CONTINGENCY ACTIVITIES

- 321. Assemble or disassemble cantonment facilities
- 322. Assign personnel to mobility or contingency positions
- 323. Brief deploying personnel
- 324. Complete operations plan (OPLAN) sourcing requirements
- 325. Compute OPLAN requirements status listings
- 326. Conduct contingency operation/mobility planning and execution system (COMPES) programs
- 327. Conduct mobility or deployment site surveys
- 328. Connect or disconnect fieldwire to communication junction boxes
- 329. Coordinate circuit activations with technical control and telephone switching
- 330. Coordinate mobility exercise or contingency requirements with appropriate agencies
- 331. Coordinate specific source of personnel requirements with appropriate agencies
- 332. Determine cost factors for support agreements
- 333. Determine specific source of personnel requirements for deployment manning documents
- 334. Develop centralized in- and out-processing procedures to support mobility, contingency, or exercise requirements
- 335. Develop contingency exercise mobility (CEM) orders
- 336. Develop mobility inspection checklists
- 337. Develop personnel recall and accounting procedures
- 338. Dig trenches
- 339. Don or doff chemical warfare personal protective clothing
- 340. Draft or write mobility exercise or deployment after-action reports
- 341. Erect tents
- 342. Inspect mobility bags or kits
- 343. Inspect packed or palletized mobility or contingency equipment prior to transport
- 344. Install telephones to remote multiplexer combiner (RMC) circuit cards
- 345. Install telephones to line termination units (LTUs)
- 346. Install or remove 407L cables
- 347. Install or remove field telephones
- 348. Install or remove JK4 wires
- 349. Install or remove quad wires
- 350. Install or remove tactical switchboards
- 351. Install or remove WD1 wires
- 352. Isolate malfunctions to field telephones
- 353. Isolate malfunctions to tactical switchboards
- 354. Maintain 407L cables
- 355. Maintain CX cables
- 356. Maintain disaster preparedness checklists
- 357. Maintain JK4 wires
- 358. Maintain quad wires
- 359. Maintain WD1 wires
- 360. Operate M-series vehicles during contingency exercises or operations
- 361. Operate manual cable reeling units
- 362. Pack or palletize mobility or contingency equipment for shipment or movement
- 363. Perform camouflage procedures
- 364. Perform camp security
- 365. Perform chemical warfare agent decontamination procedures
- 366. Perform cover and concealment techniques for work party security
- 367. Perform explosive ordnance reconnaissance
- 368. Perform pallet buildup activities
- 369. Perform plans file and mobility file matches
- 370. Perform PMIs on field telephones

- 371. Perform predeployment reconnaissance surveys
- 372. Plan locations of field cable runs
- 373. Prepare equipment for deployments
- 374. Prepare sites at deployed locations, such as cutting grass or removing snow
- 375. Provide OPLAN requirements status listings to unit commanders
- 376. Repair triax cables
- 377. Request or distribute mobility requirements documents
- 378. Set up or tear down shelters
- 379. Tear down, inspect, clean, and reassemble weapons, such as M-16 rifles

K. PERFORMING TRAINING ACTIVITIES

- 380. Administer or score tests
- 381. Brief personnel concerning training programs or matters
- 382. Complete student entry or withdrawal forms
- 383. Conduct formal course classroom training
- 384. Conduct on-the-job training (OJT)
- 385. Counsel trainees on training progress
- 386. Determine training requirements
- 387. Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs)
- 388. Develop training programs, plans, or procedures
- 389. Develop written tests
- 390. Develop or procure training materials or aids
- 391. Establish or maintain study reference files
- 392. Evaluate effectiveness of training programs, plans, or procedures
- 393. Evaluate training methods or techniques of instructors
- 394. Evaluate progress of trainees
- 395. Inspect training materials or aids for operation or suitability
- 396. Maintain training records or files
- 397. Personalize lesson plans
- 398. Prepare job qualification standards (JQSs)
- 399. Write training reports

L. PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES

- 400. Annotate time and attendance sheets for civilian employees
- 401. Assign personnel to work areas or duty positions
- 402. Assign sponsors for newly assigned personnel
- 403. Conduct general meetings, such as staff meetings, briefings, conferences, or workshops
- 404. Conduct safety inspections of equipment or facilities
- 405. Conduct self-inspections or self-assessments
- 406. Conduct staff assistance visits, inspections, or audits
- 407. Conduct supervisory orientations for newly assigned personnel
- 408. Conduct supervisory performance feedback sessions
- 409. Coordinate modification of parts or equipment with appropriate agencies
- 410. Coordinate QA evaluations or quality control (QC) inspections with inspectors
- 411. Counsel subordinates concerning personal matters
- 412. Determine telephone installation or maintenance requirements
- 413. Determine or establish work assignments or priorities
- 414. Develop inputs to mobility, contingency, disaster preparedness, or unit emergency or alert plans
- 415. Develop organizational or functional charts
- 416. Develop resource protection programs
- 417. Develop self-inspection or self-assessment program checklists
- 418. Develop or establish work methods or procedures
- 419. Develop or establish work schedules
- 420. Direct installation of telephone equipment
- 421. Draft budget requirements

- 422. Draft host-tenant or interservice agreements
- 423. Draft supplements or changes to directives, such as policy directives, instructions, or manuals
- 424. Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)
- 425. Establish performance standards for subordinates
- 426. Establish procedures for accountability of equipment, tools, parts, or supplies
- 427. Evaluate inspection report findings or inspection procedures
- 428. Evaluate job hazards or compliance with Air Force Occupational Safety and Health (AFOSH) standards
- 429. Evaluate maintenance or utilization of equipment, tools, parts, supplies, or workspace
- 430. Evaluate personnel for compliance with performance standards
- 431. Evaluate personnel for promotion, demotion, reclassification, or special awards
- 432. Evaluate telephone system damage incidents
- 433. Implement corrosion control programs
- 434. Implement cost reduction programs
- 435. Implement emergency or disaster preparedness plans
- 436. Implement man-hour accountability procedures
- 437. Implement QA or QC programs
- 438. Implement safety or security programs
- 439. Initiate actions required due to substandard performance of personnel
- 440. Initiate personnel action requests
- 441. Inspect personnel for compliance with military standards
- 442. Interpret policies, directives, or procedures for subordinates
- 443. Investigate accidents or incidents
- 444. Plan layouts of facilities
- 445. Review budget requirements
- 446. Review drafts of supplements or changes to directives, such as policy directives, instructions, or manuals
- 447. Review mobility, contingency, disaster preparedness, or unit emergency or alert plans
- 448. Review personnel reliability program (PRP) requirements for workcenter personnel
- 449. Schedule personnel for TDY assignments, leaves, or passes
- 450. Write inspection reports
- 451. Write job or position descriptions
- 452. Write recommendations for awards or decorations
- 453. Write replies to inspection reports
- 454. Write staff studies, surveys, or routine reports, other than training or inspection reports
- 455. Write or indorse civilian performance appraisals
- 456. Write or indorse military performance reports